

# ***MDEStat Meeting***

## ***May 2, 2011***



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Robert M. Summers, Acting Secretary

Sue Battle-McDonald, Stat Director

**Table 1: MBE/WBE and Small Business Reserve Participant, FY08-FY10**

	FY08	FY09	FY10
Percent of MBE/WBE participation in MDE procurement	25.78%	25.74%	25.57%
Target for MBE/WBE participation in MDE procurement	25%	25%	25%
Percent of Small Bus. participation in MDE procurement	4.28%	4.61%	10.13%
Target for Small Bus. participation in MDE procurement	10%	10%	10%

## **Table 2: Small Business Reserve, U00B0400046 Authorizations, June 8, 2010 to Present**

Purchase Order #	Vendor	Dollar Amount	Remaining Dollars on Purchase Order	Dollars Spent on Purchase Order
U00P0401422	CLM	\$72,384.00	\$29,348.00	\$43,036.00
U00P1400035	CLM	\$46,400.00	\$18,078.60	\$28,321.40
U00P1400902	Metzler Engineering	\$44,800.00	\$44,800.00	\$-
U00P1400711	Kogan, LLC	\$75,000.00	\$50,010.00	\$24,990.00
U00P1400218	Chesapeake Environmental Management	\$330,000.00	\$261,330.57	\$68,669.43
	Total	\$568,584.00	\$353,557.17	\$165,016.83
	<i>SBR PO U00B0400046</i>	\$600,000		
	<i>Dollar Amount Used</i>	\$568,584		

*Remaining on SBR PO* \$31,416.00

**Table 3: PEP Status for December 2010  
Submissions, as of March 4, 2011**

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<b>Admin</b>	<b>Number of Completed Mid-Cycle PEPs</b>	<b><u>Number of Mid-Cycle PEPs Overdue</u></b>	<b><u>Number of Completed End-Cycle PEPs</u></b>	<b><u>Number of End-Cycle PEPs overdue</u></b>
OS	4	2	4	4
CO	24	9	28	6
ARMA	54	28	54	22
ASA	54	0	34	0
LMA	89	24	88	17
SSA	50	0	37	1
WMA	133	14	88	21
Total	408	77	333	71

**Table 4: Mandatory Training: Targets and Progress as of 4/25/11**

Training Topic	Number Required to Have Training	Number of Employees Trained of Those Required to Have It	Target Completion Date as Reported in October 2010	Target Completion Date as Reported in January 2011	Current Target Completion Date
Domestic Violence	932	925	2/17/11	6/02/11	6/02/11
Progressive Discipline	235	223	11/17/10	5/05/11	5/05/11
Recruitment and Hiring	235	223	12/07/10	3/17/11	6/09/11
Sick Leave	235	230	12/07/10	3/17/11	6/09/11
PEP - revised	235	208	12/07/10	6/09/11	6/09/11
EEO	235	212	12/07/10	3/10/11	9/15/11
ADA	235	211	12/07/10	3/10/11	9/15/11
Management Training-Skillsoft or BCCC	235	174	12/31/11	6/30/12	6/30/12
Driver Improvement	As Needed	794	Provided as Needed	N/A	N/A
Travel (State Guidelines)	As Needed	N/A	Provided as Needed	N/A	N/A
Accountability (to include Contract Management Overview)		TBD FY 11			

**Table 5: Leadership Development Program  
Training Enhancement Opportunities**

<b>Training/Enhancement Arranged by LDP</b>	<b>Number in First Group</b>	<b>Number in Second Group</b>	<b>Comments</b>
Training on Legislative Process	10		Scheduled for May 2011
Visits to Annapolis	7	14	There were several participants who opted not to go because they had been there on several occasions as a matter of course in their work.
Training on the Audit Process	0		Scheduled for May 2011
Training on the Regulatory Process			This item was dropped from the training for pilot and never entertained for large group
Training on the Budget Process	8		Not yet Scheduled
Sit in on Meetings with Senior Staff	10	36	
Assigned a Mentor			Individual mentors were never assigned in the training requirements because of workloads
Progress monitored monthly by program managers and LDP Coordinator	10	27	Decided on an every two month schedule instead of monthly

**Table 6: MDE Energy Consumption, KW/hr  
Reductions Compared to 06/07 Baseline**

Goals (reductions from the 06/07 baseline): 5% by CY09 10% by CY10 15% by CY15							
	2006/7 Baseline	2008/9 Usage	Δ	2009/10 Usage	Δ	2010/11 Usage	Δ
September	447,300	459,900	+3%	397,600	-15%	373,800	-21%
October	395,500	377,300	-5%	367,500	-11%	331,800	-20%
November	317,800	308,000	-3%	280,000	-21%	292,600	-17%
December	332,500	289,100	-13%	273,700	-13%	270,900	-14%
January	349,300	296,100	-15%	280,700	-20%	280,000	-20%
February	338,100	260,400	-23%	248,500	-27%	254,100	-25%
March	339,500	290,500	-14%	267,400	-21%	250,600	-26%
April	353,500	308,700	-13%	313,600	-11%	Not avail	
May	381,000	330,400	-13%	336,700	-12%		
June	405,700	401,100	-1%	361,900	-11%		
July	451,500	406,700	-10%	399,000	-12%		
August	468,300	442,400	-6%	427,000	-9%		
12 month totals	4,580,000	4,170,600	-9%	3,953,600	-14%		